UNITED
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Secretariat

ST/IC/1993/15
17 March 1993

INFORMATION CIRCULAR

To: Members of the staff

From: The Director of Personnel

Subject: THE 1992 PROMOTION REGISTER FOR STAFF IN THE TRADES AND CRAFTS CATEGORY

1. The Secretary-General, having considered the recommendations of Working Group III of the Appointment and Promotion Panel, has approved the following promotion register for staff members at the TC-6, TC-5, TC-4 and TC-3 levels of the Trades and Crafts category for promotion to the TC-7, TC-6, TC-5, and TC-4 levels:

To TC-7

Mr. Henry BEKEL
Mr. Carl GONSALVES
Mr. William RAE

To TC-6

Mr. Robert BOUCHOTTE
Mr. Thomas CORTIJO
Mr. Robert JIMINSKI
Mr. Joy PERERA
Mr. Julius PFEUFFER
Mr. Joel PICACHE
Mr. Roberto SANDER

To TC-5

Mr. Johnny BECERRA
Mr. Michael BLASKOVICH
Mr. Alfred BUONOMO
Ms. Saroj CHADHA
Mr. John CHARLES
Mr. Gary GARVEY
Mr. Jose GONCALVES
Mr. Howard JAMES
Mr. Bozhi LIN
Mr. Leopoldo MALPELI
Mr. Eugene MONGELLO
Mr. Paul OZEJELE
Mr. Anthony TEKLITS
Ms. Ivonne THOMAS
Ms. Svetlana WIJAYADASA

To TC-4

Mr. John ABRAHAM
Mr. Robert BADILLO
Mr. Laszlo CHEFFOLWAY
Mr. Claudio CONTI
Mr. Kai CZECZOR
Mr. Michael D'ANGELO
Mr. Raymond FASANELLA
Mr. Ricardo HUNTE
Mr. Karlo JANKETIC
Mr. Louis LIBERTI
Mr. Hernando PARRA
Mr. Alvaro PEREZ
Mr. Norman SELTZER
Mr. Frank THOMPSON

2. Promotion from the register will be authorized by the Director of Personnel in the context of staffing table resources and departmental wishes. The earliest date of promotion from this register will be 1 July 1992. The latest date will be 30 June 1993 bearing in mind that the register year runs from 1 July 1992 to 30 June 1993.

Recourse procedure

3. It should be noted that promotion necessarily depends not only upon a staff member's intrinsic merit and seniority but upon a comparison of his or her overall qualities with those of his or her colleagues in a situation limited by the availability of posts. Although the reviewing authorities make every effort to ensure that a staff member's case for promotion has received full consideration, it is conceivable that the data presented in his or her case may have been incomplete in some significant respect. For this reason, the recourse procedure described below has been established.

4. If a staff member believes that his or her name has been omitted from this promotion register because of incomplete information placed before or available to the Appointment and Promotion Panel, he or she may write to the Chairperson of the Panel, giving grounds for his or her belief. Such recourse letters in twelve copies must be submitted within one month of the publication date of this circular and should be addressed to the Chairperson of Working Group II, Appointment and Promotion Panel, through the Secretary of the Panel, Room S-2560B.

5. Any additional information brought to the attention of a reviewing body by a staff member will be examined with a view to determining whether, had it been known at the time of the initial review, it would have warranted the inclusion of his or her name in the register. If a vacancy has arisen which could have been projected at the time of the promotion review or on which information was not provided to the appointment and promotion bodies, these bodies may take that into account when reviewing recourses. The same holds true in cases where the reviewing body would have recommended the inclusion of a staff member's name on the register had it not been for the unavailability of a post and a suitable post unexpectedly becomes vacant within the organizational unit concerned prior to completion of the promotion exercise.

6. The attention of staff members is drawn to the fact that recourse is a matter strictly between the staff member and the particular reviewing body. Therefore, only material submitted by a staff member in his or her name and on his or her behalf will be considered. Staff members are also advised that letters of recourse will be included in their official status files.

7. The appointment and promotion bodies will decide what further recommendation, if any, they should make to the Secretary-General on the basis of the recourse letters submitted to them.

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ST/IC/1993/16
18 March 1993

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: Director of Personnel

Subject: LANGUAGE PROFICIENCY EXAMINATIONS

1. Language proficiency examinations in Arabic, Chinese, English, French, Russian and Spanish will be held on 25 and 26 May 1993. The conditions for eligibility and other details are contained in information circular ST/IC/1992/72 of 5 November 1992.

2. Those wishing to take the examination in May 1993 must submit a P.46 application form to the Language Training Programme of the Training Service (room S-606, ext. 3.7021). A separate application must be submitted for each language examination requested. Staff members may register in room S-606 between 1 p.m. and 3 p.m. from 6 to 18 May 1993.

3. The Language Proficiency Examination consists of a written test and an oral interview. The schedule for the written part of the May 1993 examination is as follows:

25 May 1993

English ..... 9 a.m. to 12.30 p.m.

Chinese ..... 2 p.m. to 5.30 p.m.

Russian ..... 2 p.m. to 5.30 p.m.

26 May 1993

French ..... 9 a.m. to 12.30 p.m.

Arabic ..... 2 p.m. to 5.30 p.m.

Spanish ..... 2 p.m. to 5.30 p.m.

Candidates are advised to arrive 15 minutes before the start of the written examination in order to allow time for check-in procedures.

4. The oral examination will be conducted on an individual basis and will consist of a 15-minute interview. Candidates will be given interview appointments at the time of their registration. They will be informed of the location of the examination at that time.

5. For the written examination, the location of the room in which each examination will be held will be posted on the fourth, fifth and sixth floor bulletin boards and on those in the DC-1, DC-2 and UNICEF House buildings. Candidates should check these bulletin boards during the week before the examinations, as the Training Service cannot send out individual notices announcing where the written examinations will take place.

6. Copies of sample examination questions can be obtained in room S-606.

7. Candidates will receive written notification of their examination results by late July 1993. No results will be available prior to official notice.